

**SAMPLE FORMAT FOR GEOGRAPHICAL BACHELOR REQUEST FOR
EXCEPTION**

(Office Symbol)

Date

MEMORANDUM THRU

CDR, Your Company

CDR, Your Battalion

CDR, Your Brigade

Chief, UPH Support Division, Directorate of Public Works, IMNE-LNW-PWU, Building 470,
Suite 1218, Ft. Leonard Wood, MO 65473

Director of Public Works, IMNE-LNW-PW, Building 2200A, Ft. Leonard Wood, MO 65473

Commander, Garrison Command, IMNE-LNW-ZA, Building 3200, Suite 120, Ft. Leonard
Wood, MO 65473

FOR Barracks Management, UPH Support Division, Directorate of Public Works, IMNE-LNW-
PWUB, Building 470, Suite 1218, Ft. Leonard Wood, MO 65473

SUBJECT: Request for Exception to Policy **OR** Request for Exception to Policy for
Geographical Bachelor Quarters

1. Reason for request and duration of exception.
2. POC name and phone number.

**YOUR NAME
UNIT**